



## Correct Patient Privacy, Ward A-2, Leavenworth VA Pre-bid Meeting

### MEETING MINUTES

re: VA Project 589A6-15-215  
mtg. date: 26 July 2016  
attendees: See attached sign in sheet for attendees who signed in.

1. This meeting was held on site at the Dwight D. Eisenhower VA Medical Center in Leavenworth, KS.
2. Mr. David Sterrett, VA Contracting Officer, CO, introduced the purpose of the meeting and identified that he is to be the single point of contract for this project during the bidding phase. Communication with others at the VA or on the Design Team is not appropriate.
3. As indicated in the solicitation dated 7-15-16, this project is set aside for Service Disabled Veteran Owned Small Businesses, (SDVOSB) firms.
4. All business credentials must be up to date in the VA files. Four non price evaluation factors are indicated in the solicitation. Contractors were encouraged to review these items and encouraged to comply with the requirements. Special effort should be made regarding responses to Safety Plan factor. Be sure to address specific safety requirements associated with working in active hospital.
5. The bid date and time are: August 18, 2016 at 2:00 CDT.
6. All questions to the VA or the Design Team are to be presented in writing to Mr. Sterrett before 10:00AM CDT on August 2, 2016.
7. Mr. Sterrett encouraged the numbering of questions when presented. This will help with responses.
8. Mr. Stephen Lefebvre, VA Contracting Officer's Representative, COR, reviewed the generalities of the project scope of work, including the phasing required. He indicated that there are some items of work that must be completed prior to beginning the main portion of Phase 1, (south wing).
9. In addition, only a small area of the floor below Ward A-2 can be vacated at any one time. Therefore, when the layout work has been done on the second floor, the VA will turn over a portion of the area below to the contractor so that work below the second floor can be completed in that area. Upon completion of the area, the next area will be addressed in a similar way.
10. The contractors were advised that the VA would do all moving of staff and furniture. The contractor is responsible for protecting all areas on the First Floor while overhead work is done.
11. Most of the ceilings on the First Floor are a lay-in grid with removable tiles. In the event that other conditions, including gypsum board ceilings are discovered above the lay-in ceilings, the contractor is authorized to remove the gypsum board and clean up whatever is removed. Replacing the gypsum board, or other materials, such

as plaster, is not required. If any material is discovered that appears to be hazardous, the contractor is advised to stop work in this area and contact the COR.

12. Mr. Lefebvre reviewed the hours of operation allowed for construction work and they are as follows: Since this is a 24/7 facility, there is not a requirement that work be done at any particular time. He reserved the right to regulate activities that may be particularly noisy. Work could start as early at 6:00AM. Generally, work creating any noise should not be done prior to 7:00 AM. There may be requirements to do certain types of work during evening and weekend hours.
13. The contractor is to schedule shut downs of utilities, elevators, access points, and similar aspects in accordance with the requirements and procedures of the VA.
14. All workers on the site must pass VA requirements for access to the facility and must wear VA provided badges while on site.
15. Parking for workers will be designated by the VA and may be somewhat removed from the work area.
16. Access for deliveries and key equipment will be as indicated in the documents and as approved by the VA.
17. The formal meeting was followed by a tour of the project area. The contractors were shown the pertinent areas on the 3<sup>rd</sup>, 2<sup>nd</sup>, 1<sup>st</sup>, and basement floors of Building 90 (A Bldg.) as well as the West side of the outside of the building.
18. See attached administrative notes from Mr. Sterrett regarding administrative matters.
19. This concludes the notes from the meeting. A site tour was conducted after the meeting.